

SUMMARY BY DIVISION

	<u>Revenues</u>	<u>Expenses</u>	<u>Adjustments</u>	<u>Levy</u>
PLANNING & ENVIRONMENT				
Register of Deeds	\$ 1,022,000	\$ 619,512	\$ -	\$ (402,488)
Planning	298,950	1,063,620	-	764,670
Property Lister	600	220,078	(20,000)	199,478
Land Records Modernization	251,600	249,687	1,913	-
Land & Water Conservation	524,748	1,107,185	-	582,437
	<u>\$ 2,097,898</u>	<u>\$ 3,260,082</u>	<u>\$ (18,087)</u>	<u>\$ 1,144,097</u>

REGISTER OF DEEDS

General Fund – Department: 080
2020 BUDGET NARRATIVE

DEPARTMENT HEAD: Natalie Strohmeyer
LOCATION: Winnebago County
112 Otter Avenue, Room 108
Oshkosh, WI 54901

TELEPHONE: 232-3393

MISSION STATEMENT:

Winnebago County Register of Deeds office provides secure and accurate storage, indexing, and convenient public access for all real estate documents, uniform commercial code fixture filings, federal tax liens, military discharges, vital records, and other instruments entitled to be recorded, as directed by the Wisconsin Statutes.

PROGRAM DESCRIPTION:

LAND RECORDS: Index and maintain the history of all lands located in Winnebago County and provide public access to those records.

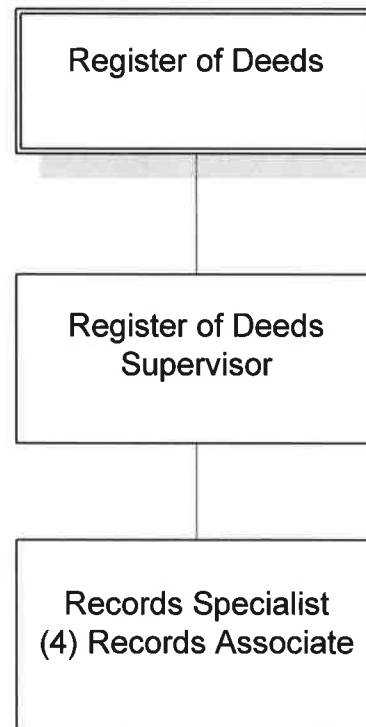
VITAL RECORDS: Index all vital records including births, deaths, marriages, and military discharges, and issue certified copies of these records.

UCC: File and provide copies of all realty-related Uniform Commercial Code documents; maintain and provide copies and searches for all additional filings prior to July 1, 2001.

INTER-DEPARTMENTAL SERVICES: Share resources with other departments.

PRESERVATION: Preserve information contained in old record books through filming, scanning, and back indexing. Maintain replication servers off-site to enable recovery of documents in the event of a disaster.

REGISTER OF DEEDS



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General Fund – Department: 080
2020 BUDGET NARRATIVE

DEPARTMENT HEAD: Natalie Strohmeyer
LOCATION: Winnebago County
112 Otter Avenue, Room 108
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2019 ACCOMPLISHMENTS:

1. Attended seminars and education classes presented by State Offices (Department of Revenue, State Vitals, Plat review, etc.) and other organizations that are essential to the duties of the Register of Deeds Office.
2. Continued back-indexing land record documents. We are now indexed back to 1949.
3. Continued to promote Property Fraud Alert (PFA), a free service to Winnebago County property owners to alert them of any documents recorded under their name.
4. Processed approximately 24,000 vital records and recorded approximately 22,000 real estate documents.
5. Continued cross-training all staff in duties of vital record issuance and real estate record processing/indexing.
6. Appointed to Electronic Recording Council (Governor's appointment).
7. Served on committees for the Wisconsin Register of Deeds Association (WRDA).
8. Worked with Information Systems and software vendor (Fidlar) to upgrade both ROD Windows Servers and latest SQL version.

2020 GOALS & OBJECTIVES:

1. Continue with the implementation of PINtegrity indexing system.
2. Rescan pre-1900 plats maps to enhance image quality (using new large-format scanner).
3. Maintain daily recording and indexing of all records in a timely, accurate manner to provide the most up-to-date date information possible for customers and constituents.
4. Monitor all legislation affecting the office. Ensure that it is proactively addressed and communicated to the staff.
5. Ensure that the Register of Deeds operates according to statutory responsibilities.
6. Continue working on updating data to make it easier to find.

REGISTER OF DEEDS

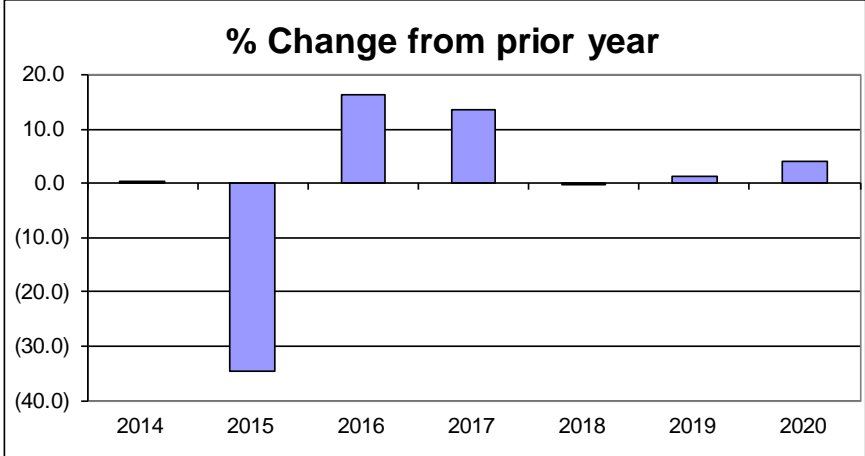
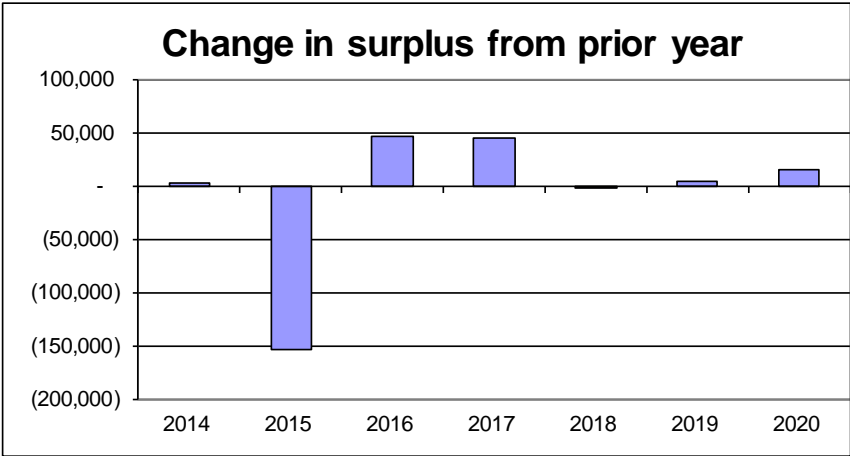
2020 BUDGET NARRATIVE HIGHLIGHTS

DEPARTMENT STAFFING:

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Full Time	8	7	7	7	7	7	7	7	7	7
Part Time	0	0	0	0	0	0	0	0	0	0
Total	8	7	7	7	7	7	7	7	7	7

The changes in the 2020 department staffing can be found within the Table of Organization of Classified Positions schedule found in the Overview section of the budget book. Another schedule in that section shows the fiscal impact of the position changes. One (1) Records Associate position was eliminated and one (1) Records Specialist position was added to the Table of Organization of Classified Positions schedule.

COUNTY LEVY: The Register of Deeds office has more revenues than expenditures. As such, there is no tax levy for this operation. The excess of revenues over expenditures for 2020 is projected to be \$402,488, an increase of \$15,919 or 4.12% over 2019. This surplus is used to reduce the overall tax levy for the County. A schedule of significant changes follows.



SIGNIFICANT CHANGES FROM 2019 ADOPTED - Register of Deeds

Account	Amount	Description
Significant changes from 2019		
Tax Levy 2019	\$ (386,569)	
Revenue Changes - impact on levy:		
Transfer Tax	(25,000)	Increase based on 3 year trend in transfer taxes received
Other Fees	(42,000)	Increased Laredo (remote subscriber revenue) to \$75,000. This account now includes Tapestry (non-subscribe remote access).
Recording Fees	27,000	Decrease in real estate recording volume per trend.
Expense Changes - impact on levy:		
Health Insurance	7,155	Increase based on a 6% increase in premiums.
Capital - Equipment Technology	7,500	The Register of Deeds office is in need of a new Fiche Scanner/Reader because current equipment does not work with Windows 10.
Other small changes	9,426	This is a combination of small increases and decreases to revenue and expense accounts.
Tax Levy 2020	\$ (402,488)	

Financial Summary Register of Deeds

<u>Items</u>	<u>2019 7-Month Actual</u>	<u>2019 12-Month Estimate</u>	<u>2019 Adopted Budget</u>	<u>2019 Adjusted Budget</u>	<u>2020 Adopted Budget</u>
Total Revenues	612,353	997,000	979,000	979,000	1,022,000
Labor	271,612	470,414	470,414	470,414	489,329
Travel	1,420	3,186	3,150	3,150	4,200
Capital	-	-	-	-	7,500
Other Expenditures	21,215	118,867	118,867	118,867	118,483
Total Expenditures	294,247	592,467	592,431	592,431	619,512
Levy			(386,569)		(402,488)

Winnebago County

Budget Detail - 2020

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Department - 080 - Register of Deeds											
Revenue											
Taxes:											
Transfer Tax	41003	410,187	441,254	479,072	390,000	390,000	390,000	390,000	415,000	415,000	6.41%
Taxes Subtotal:		410,187	441,254	479,072	390,000	390,000	390,000	390,000	415,000	415,000	6.41%
Public Services:											
Other Fees	45002	54,967	58,703	87,470	55,000	55,000	85,000	97,000	97,000	97,000	76.36%
Forms Copies Etc	45003	69,288	72,679	72,491	67,000	67,000	67,000	70,000	70,000	70,000	4.48%
Recording Fees	45010	501,874	487,923	462,279	467,000	467,000	455,000	440,000	440,000	440,000	-5.78%
Public Services Subtotal:		626,128	619,305	622,241	589,000	589,000	607,000	607,000	607,000	607,000	3.06%
Total Operating Revenue:		1,036,316	1,060,559	1,101,313	979,000	979,000	997,000	997,000	1,022,000	1,022,000	4.39%
Revenue Total:		1,036,316	1,060,559	1,101,313	979,000	979,000	997,000	997,000	1,022,000	1,022,000	4.39%
Expense											
Wages:											
Regular Pay	51100	226,225	283,333	292,122	300,995	300,995	300,995	310,673	310,673	310,673	3.22%
Overtime	51105	9,157	363	0	0	0	0	0	0	0	0.00%
Comp Time	51108	219	0	0	0	0	0	0	0	0	0.00%
Wages Subtotal:		235,601	283,695	292,122	300,995	300,995	300,995	310,673	310,673	310,673	3.22%

Winnebago County

Budget Detail - 2020

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Department - 080 - Register of Deeds											
Fringes Benefits:											
FICA Medicare	51200	17,248	20,595	20,986	23,027	23,027	23,027	23,767	23,767	23,767	3.21%
Health Insurance	51201	82,668	110,388	117,009	119,236	119,236	119,236	126,391	126,391	126,391	6.00%
Dental Insurance	51202	4,932	5,045	5,045	5,044	5,044	5,044	5,044	5,044	5,044	0.00%
Workers Compensation	51203	240	440	589	312	312	312	178	178	178	-42.95%
Unemployment Comp	51204	0	1,064	1,103	0	0	0	0	0	0	0.00%
WI Retirement	51206	14,949	19,292	19,582	19,716	19,716	19,716	20,971	20,971	20,971	6.37%
Fringe Benefits Other	51207	994	1,653	1,984	2,084	2,084	2,084	2,305	2,305	2,305	10.60%
Fringes Benefits Subtotal:		121,031	158,477	166,297	169,419	169,419	169,419	178,656	178,656	178,656	5.45%
Total Labor:											
		356,632	442,172	458,419	470,414	470,414	470,414	489,329	489,329	489,329	4.02%
Travel:											
Registration Tuition	52001	275	590	415	600	600	600	850	850	850	41.67%
Automobile Allowance	52002	625	399	484	1,200	1,200	1,200	1,500	1,500	1,500	25.00%
Lodging	52006	524	1,140	816	1,350	1,350	1,350	1,700	1,700	1,700	25.93%
Other Travel Exp	52007	0	0	0	0	0	36	150	150	150	100.00%
Travel Subtotal:		1,425	2,129	1,715	3,150	3,150	3,186	4,200	4,200	4,200	33.33%
Total Travel:											
		1,425	2,129	1,715	3,150	3,150	3,186	4,200	4,200	4,200	33.33%

Winnebago County

Budget Detail - 2020

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Department - 080 - Register of Deeds											
Capital Outlay:											
Equipment Technology	58003	0	0	0	0	0	0	7,500	7,500	7,500	100.00%
Capital Outlay Subtotal:		0	0	0	0	0	0	7,500	7,500	7,500	100.00%
Total Capital:		0	0	0	0	0	0	7,500	7,500	7,500	100.00%
Office:											
Office Supplies	53000	1,075	1,980	2,135	3,000	3,000	3,000	3,000	3,000	3,000	0.00%
Stationery and Forms	53001	2,155	3,014	2,695	3,600	3,600	3,600	4,500	4,200	4,200	16.67%
Printing Supplies	53002	897	1,491	2,209	1,500	1,500	1,500	2,000	2,000	2,000	33.33%
Postage and Box Rent	53004	0	2	0	35	35	35	35	35	35	0.00%
Computer Supplies	53005	0	250	0	200	200	200	0	0	0	-100.00%
Telephone	53008	788	793	809	900	900	900	1,100	1,100	1,100	22.22%
Office Subtotal:		4,915	7,530	7,847	9,235	9,235	9,235	10,635	10,335	10,335	11.91%
Operating:											
Subscriptions	53501	140	40	80	100	100	100	200	200	200	100.00%
Membership Dues	53502	100	100	100	135	135	135	650	650	650	381.48%
Small Equipment	53522	0	14,674	3,265	600	600	600	0	0	0	-100.00%
Equipment Rental	53551	1,675	1,675	1,675	1,675	1,675	1,675	2,100	2,100	2,100	25.37%
Other Miscellaneous	53568	(13)	(33)	2	50	50	50	50	50	50	0.00%
Small Equipment Technology	53580	2,174	1,230	2,043	2,275	2,275	2,275	0	0	0	-100.00%
Print Duplicate	73003	3,027	2,646	2,826	2,700	2,700	2,700	3,200	3,200	3,200	18.52%
Postage and Box Rent	73004	6,699	4,991	4,245	6,000	6,000	6,000	6,000	6,000	6,000	0.00%
Operating Subtotal:		13,802	25,322	14,236	13,535	13,535	13,535	12,200	12,200	12,200	-9.86%

Winnebago County

Budget Detail - 2020

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Department - 080 - Register of Deeds											
Repairs & Maint:											
Maintenance Equipment	54022	0	43	0	0	0	0	900	900	900	100.00%
Equipment Repairs	54029	1,272	2,156	1,743	3,990	3,990	3,990	3,000	3,000	3,000	-24.81%
Equipment Repairs	74029	1,122	858	891	962	962	962	900	858	858	-10.81%
Repairs & Maint Subtotal:		2,394	3,057	2,634	4,952	4,952	4,952	4,800	4,758	4,758	-3.92%
Contractual Services:											
Professional Service	55014	88,375	86,730	92,821	90,000	90,000	90,000	90,000	90,000	90,000	0.00%
Contractual Services Subtotal:		88,375	86,730	92,821	90,000	90,000	90,000	90,000	90,000	90,000	0.00%
Insurance Expenses:											
Prop Liab Insurance	76000	2,280	1,896	1,692	1,145	1,145	1,145	1,200	1,190	1,190	3.93%
Insurance Expenses Subtotal:		2,280	1,896	1,692	1,145	1,145	1,145	1,200	1,190	1,190	3.93%
Total Other Operating:		111,766	124,535	119,230	118,867	118,867	118,867	118,835	118,483	118,483	-0.32%
Expense Total:		469,822	568,835	579,365	592,431	592,431	592,467	619,864	619,512	619,512	4.57%
Register of Deeds Net/(Levy):		566,493	491,723	521,948	386,569	386,569	404,533	377,136	402,488	402,488	4.12%

**WINNEBAGO COUNTY
CAPITAL OUTLAY - 2020**

<u>Department</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Capital Outlay</u>
Register of Deeds -	Fiche Scanner / Reader	1	7,500	7,500
		<u>1</u>		<u>7,500</u>

PLANNING & ZONING

General Fund – Division: 086
2020 BUDGET NARRATIVE

DEPARTMENT HEAD: Jerry Bougie
LOCATION: Winnebago County
112 Otter Avenue, Third Floor
Oshkosh, WI 54903

TELEPHONE: 232-3340

MISSION STATEMENT:

To ensure sound land use growth by implementing the goals of the Winnebago County Comprehensive Plan and providing comprehensive and technical planning assistance to Winnebago County's committees, departments and political subdivisions. To promote Winnebago County as a good place to live and do business. Implement land record modernization technology to reduce the cost of general purpose government and provide better and more efficient access to land records for the public.

PROGRAM DESCRIPTION:

LAND USE PLANNING Prepare and implement ordinances and studies related to land use issues in Winnebago County.

SUBDIVISION REVIEW Review subdivision plats and certified survey maps to conform to County ordinances and State Statutes.

ZONING To assure sound land use growth through providing courteous and efficient staff assistance.

STORMWATER AND EROSION CONTROL To assure development activity is done in a sound manner to maintain proper water runoff from sites.

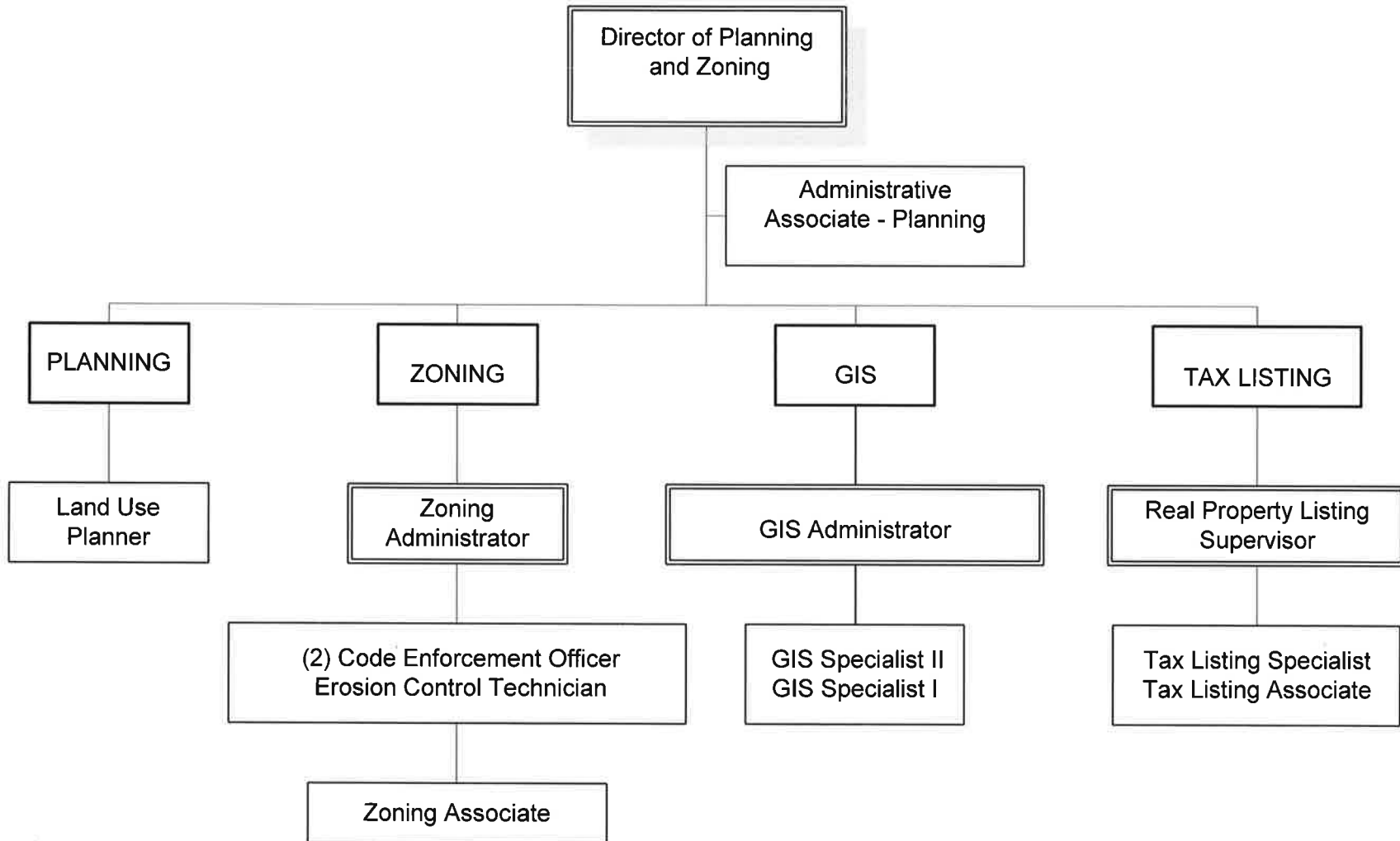
GEOGRAPHIC INFORMATION SYSTEM (GIS) To maintain the GIS database and provide data to all users.

LAND RECORDS MODERNIZATION To provide efficient, low cost, and modernized land records for the public, government officials & private entities.

PROPERTY LISTER To assist cities and towns in annual tax roll preparation and to provide general property listing services and information to the public. Provide to municipal assessors all deed transfers, partitions of land, name and address updates, acreage, assessment and legal description changes. Provide to municipal clerks updated totals for all municipal assessing.

ECONOMIC DEVELOPMENT Develop industrial parks & economic development in the County & its local communities for the purposes of increasing the tax base & creating job opportunities through the Industrial Development Board Revolving Loan Fund & Per Capita Funding Programs.

PLANNING AND ZONING



PLANNING & ZONING

General Fund – Division: 086
2020 BUDGET NARRATIVE

DEPARTMENT HEAD: Jerry Bougie
LOCATION: Winnebago County
112 Otter Avenue, Third Floor
Oshkosh, WI 54901

Telephone: 232-3340

2019 ACCOMPLISHMENTS:

1. Completed ACT 20 benchmarks and standards to secure \$50,000 Strategic Initiative Grant (SIG) from WI DOA.
2. Redesign and update of County GIS site.
3. Provide essential monthly data updates to Sheriff's CAD (Computer Aided Dispatch).
4. Opted to review Municipal Assessor's 2019 Real Estate Exempt Reports, which revealed parcels that required Assessor's attention and corrections to ensure proper valuation of parcels of land.
5. Assisted and worked with the State of Wisconsin DPI (Department of Public Instruction) to ensure accurate school district/parcel association and updated designated parcels in the Town of Clayton.
6. Researched Subdivision Plats regarding dedicated to the public Storm Water Management lots and parcels to ensure compliancy with State Statute 236.29(4).
7. Researched and applied historical Subdivision/Plat mapping data as it relates to the associated Certified Survey Maps for cross-reference purposes.
8. Successfully notified approximately 1800 owners of private onsite wastewater treatment systems (septic systems) of the requirement to have their septic tanks pumped out and inspected by a licensed pumper. Full compliance with the septic system maintenance program was achieved.
9. Amended the Winnebago County Floodplain Zoning Code to include the Letter of Map Revision (LOMR) for the Sawyer Creek Floodplain Study Effective March 27, 2019 as mandated by the DNR and FEMA in order to continue participating in the NFIP (National Flood Insurance Program).
10. Amended the Winnebago County Sanitary Ordinance to include provisions for allowing holding tanks within sanitary districts where sewer is not available to certain properties.
11. Completed a flood damage estimation survey as requested by FEMA this past spring due to flooding of the Fox and Wolf Rivers. No structures were substantially damaged and report was filed accordingly.
12. Revised and adopted updated Farmland Preservation Plan and submitted plan to the State for certification.
13. Continued ongoing staffing support for the Winnebago County Industrial Development Board relative to managing the Board's Revolving Loan Fund and Per Capita funding programs.
14. Managed the process to close the County CDBG-ED Revolving Loan fund by working with the State Department of Administration.

2020 GOALS & OBJECTIVES:

- 1. 2020 Orthophotography Acquisition**
- 2. Support the 980 Placement Committee's mapping needs**
- 3. Apply for State DOA, Division of Land Information, Strategic Initiative Grant to offset costs related to land records projects within the County.**
- 4. Assist and collaborate with Transcendent software vendor to test and implement new Ascent Web applications.**
- 5. Continue ongoing projects; finalize research of Subdivision Plats dedicated to public Storm Water Management lots and parcels to ensure compliancy with State Statue 236.29(4), review Subdivision Plats and related Additions for cross reference purposes.**
- 6. Continue to ensure compliancy of State Statutes, County Ordinances, and City of Omro parcel combination ordinance as they relate to recorded documents and review of preliminary certified survey maps and subdivision plats.**
- 7. Send out approximately 1800 septic system maintenance notices to residents whose septic tanks are due for inspection and/or pumping. Enforcement action will be taken where needed to achieve compliance with Winnebago County Sanitary Ordinance.**
- 8. Continue to participate in Community Rating System Insurance program resulting in continued reduction in flood insurance premiums for residents of unincorporated areas of the County. Monitoring and reporting local flooding events is imperative to participate in the program.**
- 9. Work with IS and GIS to upgrade the WILDS permitting program so that it runs more smoothly and efficiently.**
- 10. Arrange to have all zoning staff trained to use tablets purchased in the past for field inspections and on-sites.**
- 11. Update County Zoning Ordinance and map to reflect changes required as a result of the updated Farmland Preservation Plan.**
- 12. Manage potential projects, with the State Department of Administration, for reuse of funding as a result of the closeout of the County CDBG-ED Rev Loan Fund program.**

PLANNING & ZONING

2020 BUDGET NARRATIVE HIGHLIGHTS

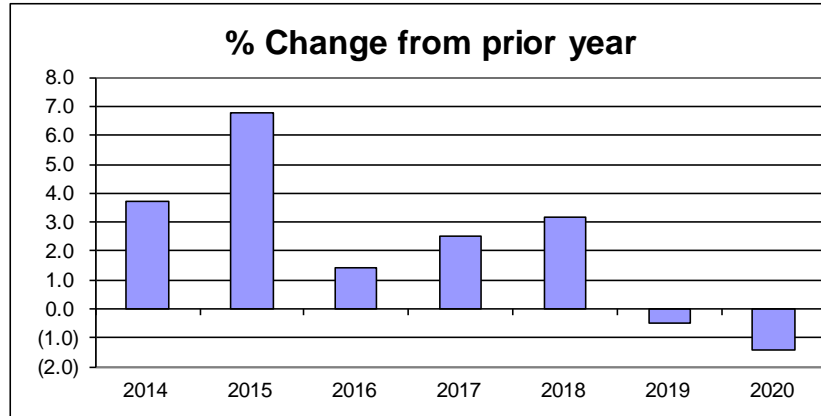
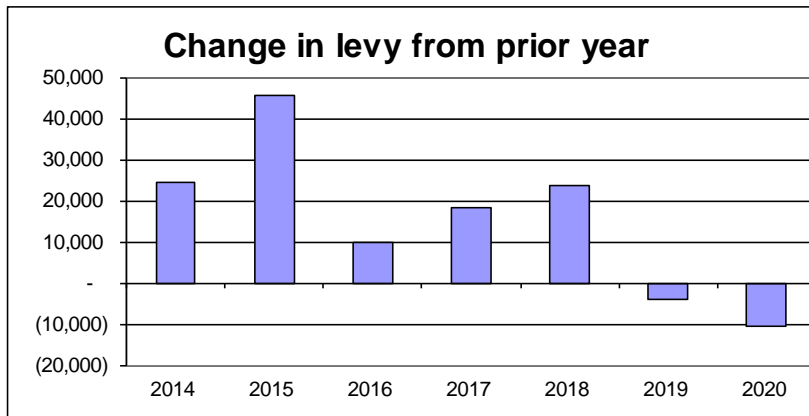
NOTE: This section contains Planning, Zoning, Geographic Information Systems (GIS), and Property Lister. All of these areas report to the County Planner. The financial information for Planning **excludes** the Property Lister from the totals. The Property Lister data is shown separately because it is a special apportionment.

DEPARTMENT STAFFING (including Property Lister):

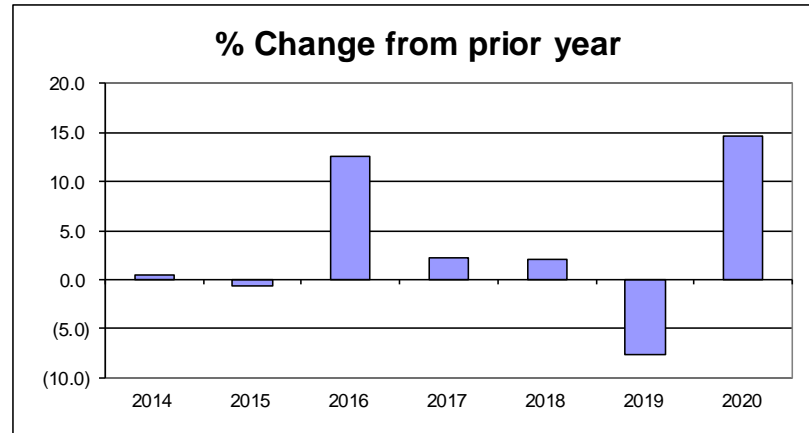
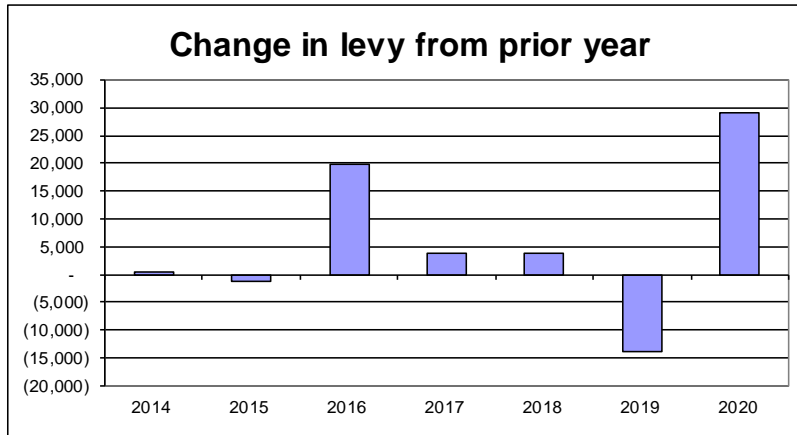
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Full Time	13	12	13	13	13	14	14	14	14	14
Part Time	2	2	1	1	1	0	0	0	0	0
Total	15	14	14	14	14	14	14	14	14	14

There is no change to the staffing table for 2020.

COUNTY LEVY PLANNING DEPT (EXCLUDING PROPERTY LISTER): The tax levy for 2020 is \$764,670, a decrease of \$10,431 or 1.35% under 2019. A schedule of significant changes follows.



LEVY FOR PROPERTY LISTER: The net tax levy for 2020 for this function is \$199,478, an increase of \$29,143, or 17.11% over 2019. This levy is a special apportionment and is not levied to all municipalities of the County. As such we must reserve any unused funds from that department at year end and carry them forward to be applied against the Property Lister levy in the succeeding or future years.



FUND BALANCE – PROPERTY LISTER: A fund balance roll forward schedule can be viewed in the Overview section of the budget book. It is listed as Fund Projections in the table of contents.

SIGNIFICANT CHANGES FROM 2019 ADOPTED - Planning & Zoning

Account	Amount	Description
Significant changes from 2019		
Tax Levy 2019	\$ 775,101	
Revenue Changes - impact on levy:		
Sanitation Permits	(14,400)	Increase based on Private On-site Wastewater Treatment System (POWTS) plan approvals to be done in-house - County to retain revenue instead of it going to the State of Wisconsin.
Expense Changes - impact on levy		
None	-	
Other small changes	3,969	This is a combination of small increases and decreases to revenue and expense accounts.
Tax Levy 2020	\$ 764,670	

Financial Summary
Planning & Zoning (Excludes Property Lister)

Items	2019 7-Month Actual	2019 12-Month Estimate	2019 Adopted Budget	2019 Adjusted Budget	2020 Adopted Budget
Total Revenues	161,906	283,661	282,400	282,400	298,950
Labor	543,289	1,006,285	1,006,285	1,006,285	1,011,524
Travel	999	3,125	3,050	3,050	3,050
Capital	-	-	-	-	-
Other Expenditures	16,931	48,416	48,166	48,166	49,046
Total Expenditures	561,219	1,057,826	1,057,501	1,057,501	1,063,620
Levy			775,101		764,670

**Winnebago County
Budget Detail - 2020**

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Division - 086 - Planning											
Revenue											
Intergov Rev:											
Other Grantor Agencies	42019	8,456	9,150	0	10,000	10,000	10,000	10,000	10,000	10,000	0.00%
Intergov Rev Subtotal:		8,456	9,150	0	10,000	10,000	10,000	10,000	10,000	10,000	0.00%
Licenses:											
Zoning Permits	44006	55,320	47,805	40,920	44,715	44,715	44,715	44,715	44,715	44,715	0.00%
Sanitation Permits	44007	59,215	58,075	51,140	55,500	55,500	55,500	69,900	73,500	73,500	32.43%
Storm Water Permits	44008	54,200	47,516	50,120	49,270	49,270	49,270	49,270	49,270	49,270	0.00%
Licenses Subtotal:		168,735	153,396	142,180	149,485	149,485	149,485	163,885	167,485	167,485	12.04%
Fines and Permits:											
County Fines	44100	3,420	2,732	1,865	3,000	3,000	3,000	3,000	3,000	3,000	0.00%
Fines and Permits Subtotal:		3,420	2,732	1,865	3,000	3,000	3,000	3,000	3,000	3,000	0.00%
Public Services:											
Forms Copies Etc	45003	22,317	25,806	19,142	22,800	22,800	22,800	21,700	21,700	21,700	-4.82%
Zoning Fees	45012	32,860	29,810	20,655	32,615	32,615	32,615	32,265	32,265	32,265	-1.07%
Inspection Fees	45021	47,625	54,781	58,119	57,000	57,000	58,261	57,000	57,000	57,000	0.00%
Public Services Subtotal:		102,802	110,397	97,916	112,415	112,415	113,676	110,965	110,965	110,965	-1.29%
Total Operating Revenue:		283,413	275,674	241,960	274,900	274,900	276,161	287,850	291,450	291,450	6.02%

**Winnebago County
Budget Detail - 2020**

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Division - 086 - Planning											
Transfers In:											
Other Transfers In	49501	0	10,000	10,000	7,500	7,500	7,500	7,500	7,500	7,500	0.00%
Transfers In Subtotal:		0	10,000	10,000	7,500	7,500	7,500	7,500	7,500	7,500	0.00%
Total Non-Operating Revenue:		0	10,000	10,000	7,500	7,500	7,500	7,500	7,500	7,500	0.00%
Revenue Total:		283,413	285,674	251,960	282,400	282,400	283,661	295,350	298,950	298,950	5.86%
Expense											
Wages:											
Regular Pay	51100	644,934	654,885	658,653	693,461	693,461	693,461	697,521	697,521	697,521	0.59%
Overtime	51105	0	0	29	0	0	0	0	0	0	0.00%
Comp Time	51108	0	0	0	350	350	350	0	0	0	-100.00%
Wages Subtotal:		644,934	654,885	658,681	693,811	693,811	693,811	697,521	697,521	697,521	0.53%
Fringes Benefits:											
FICA Medicare	51200	46,788	47,522	47,208	53,049	53,049	53,049	53,362	53,362	53,362	0.59%
Health Insurance	51201	152,264	166,421	178,541	197,918	197,918	197,918	198,104	198,104	198,104	0.09%
Dental Insurance	51202	10,270	10,028	9,973	10,479	10,479	10,479	10,131	10,131	10,131	-3.32%
Workers Compensation	51203	1,043	1,711	2,151	1,223	1,223	1,223	664	664	664	-45.71%
WI Retirement	51206	42,296	44,287	44,299	45,421	45,421	45,421	47,083	47,083	47,083	3.66%
Fringe Benefits Other	51207	3,841	3,763	4,096	4,384	4,384	4,384	4,659	4,659	4,659	6.27%
Fringes Benefits Subtotal:		256,502	273,731	286,269	312,474	312,474	312,474	314,003	314,003	314,003	0.49%
Total Labor:		901,436	928,616	944,950	1,006,285	1,006,285	1,006,285	1,011,524	1,011,524	1,011,524	0.52%

**Winnebago County
Budget Detail - 2020**

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Division - 086 - Planning											
Travel:											
Registration Tuition	52001	940	720	1,291	1,225	1,225	1,225	1,225	1,225	1,225	0.00%
Automobile Allowance	52002	954	562	505	800	800	875	850	850	850	6.25%
Vehicle Lease	52003	973	818	0	0	0	0	0	0	0	0.00%
Meals	52005	11	50	67	225	225	225	125	125	125	-44.44%
Lodging	52006	82	222	677	625	625	625	650	650	650	4.00%
Other Travel Exp	52007	10	0	15	75	75	75	50	50	50	-33.33%
Taxable Benefit	52008	40	0	30	100	100	100	150	150	150	50.00%
Travel Subtotal:		3,009	2,371	2,585	3,050	3,050	3,125	3,050	3,050	3,050	0.00%
Total Travel:		3,009	2,371	2,585	3,050	3,050	3,125	3,050	3,050	3,050	0.00%
Capital Outlay:											
Equipment	58004	0	25,393	21,760	0	0	0	0	0	0	0.00%
Capital Outlay Subtotal:		0	25,393	21,760	0	0	0	0	0	0	0.00%
Total Capital:		0	25,393	21,760	0	0	0	0	0	0	0.00%
Office:											
Office Supplies	53000	2,055	2,644	2,208	2,200	2,200	2,250	2,250	2,250	2,250	2.27%
Stationery and Forms	53001	448	220	235	300	300	300	275	275	275	-8.33%
Printing Supplies	53002	547	352	120	525	525	500	500	500	500	-4.76%
Print Duplicate	53003	0	0	0	50	50	25	25	25	25	-50.00%
Postage and Box Rent	53004	1	137	0	50	50	50	50	50	50	0.00%
Computer Supplies	53005	112	86	69	100	100	100	100	100	100	0.00%
Computer Software	53006	20	0	110	200	200	200	150	150	150	-25.00%
Telephone	53008	2,577	2,726	2,812	2,750	2,750	3,150	3,500	3,500	3,500	27.27%
Office Subtotal:		5,759	6,165	5,555	6,175	6,175	6,575	6,850	6,850	6,850	10.93%

Winnebago County
Budget Detail - 2020

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Division - 086 - Planning											
Operating:											
Subscriptions	53501	799	0	449	575	575	575	500	500	500	-13.04%
Membership Dues	53502	2,235	2,680	2,508	2,665	2,665	2,665	2,800	2,800	2,800	5.07%
Publish Legal Notices	53503	3,483	2,780	2,258	3,475	3,475	3,475	3,525	3,525	3,525	1.44%
Small Equipment	53522	0	0	0	225	225	225	225	225	225	0.00%
Legal Fees	53530	1,147	0	30	0	0	0	0	0	0	0.00%
Motor Fuel	53548	0	67	0	0	0	0	0	0	0	0.00%
Operating Licenses Fees	53553	132	388	454	640	640	640	625	625	625	-2.34%
Operating Grants	53565	8,456	9,150	0	10,000	10,000	10,000	10,000	10,000	10,000	0.00%
Print Duplicate	73003	4,115	3,365	2,552	3,250	3,250	3,100	3,150	3,150	3,150	-3.08%
Postage and Box Rent	73004	4,505	4,303	2,871	4,150	4,150	4,250	4,250	4,250	4,250	2.41%
Motor Fuel	73548	792	1,103	1,259	1,500	1,500	1,400	1,400	1,400	1,400	-6.67%
Operating Subtotal:		25,663	23,836	12,381	26,480	26,480	26,330	26,475	26,475	26,475	-0.02%
Repairs & Maint:											
Maintenance Grounds	54021	0	0	0	25	25	25	25	25	25	0.00%
Equipment Repairs	54029	0	0	0	100	100	100	100	100	100	0.00%
Maintenance Vehicles	74023	983	450	88	850	850	850	900	900	900	5.88%
Equipment Repairs	74029	1,023	891	1,061	858	858	858	825	825	825	-3.85%
Repairs & Maint Subtotal:		2,006	1,341	1,148	1,833	1,833	1,833	1,850	1,850	1,850	0.93%
Contractual Services:											
Transcription Services	55009	2,910	2,305	1,850	2,750	2,750	2,750	2,750	2,750	2,750	0.00%
Other Contract Serv	55030	25,831	4,050	0	4,500	4,500	4,500	4,500	4,500	4,500	0.00%
Other Contract Services	75030	2,636	2,981	2,566	2,850	2,850	2,850	2,900	2,900	2,900	1.75%
Contractual Services Subtotal:		31,377	9,336	4,416	10,100	10,100	10,100	10,150	10,150	10,150	0.50%

Winnebago County

Budget Detail - 2020

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Division - 086 - Planning											
Insurance Expenses:											
Prop Liab Insurance	76000	6,264	5,988	5,880	3,578	3,578	3,578	3,721	3,721	3,721	4.00%
Insurance Expenses Subtotal:		6,264	5,988	5,880	3,578	3,578	3,578	3,721	3,721	3,721	4.00%
Total Other Operating:											
		71,070	46,666	29,380	48,166	48,166	48,416	49,046	49,046	49,046	1.83%
Expense Total:											
		975,515	1,003,046	998,675	1,057,501	1,057,501	1,057,826	1,063,620	1,063,620	1,063,620	0.58%
Planning Net/(Levy):											
		(692,102)	(717,371)	(746,714)	(775,101)	(775,101)	(774,165)	(768,270)	(764,670)	(764,670)	-1.35%

**PLANNING & ZONING
PROGRAM BUDGETS**

NAME	NUMBER	LABOR	TRAVEL & MEETINGS	CAPITAL	OTHER EXPENSES	TOTAL EXPENSES	REVENUES	TOTALS BY YEAR			ANNUAL PERCENT INCREASES	
								2020 ADOPTED	2019 ADOPTED	2018 ADOPTED	2020 OVER 2019	2019 OVER 2018
Planning	1086	311,324	975	-	9,182	321,481		321,481	311,348	326,964	3.3	(4.8)
Revenues	1086						-	-	-	-	N/A	N/A
Zoning	1087	392,421	1,225	-	36,886	430,532		430,532	437,630	434,182	(1.6)	0.8
Revenues	1087						287,550	(287,550)	(269,550)	(269,550)	6.7	-
GIS	1088	307,779	850	-	2,978	311,607		311,607	308,523	302,978	1.0	1.8
Revenues	1088						11,400	(11,400)	(12,850)	(15,600)	(11.3)	(17.6)
Grand Totals		<u>1,011,524</u>	<u>3,050</u>	<u>-</u>	<u>49,046</u>	<u>1,063,620</u>	<u>298,950</u>	<u>764,670</u>	<u>775,101</u>	<u>778,974</u>	<u>(1)</u>	<u>(1)</u>

SIGNIFICANT CHANGES FROM 2019 ADOPTED - Property Lister

Account	Amount	Description
Significant changes from 2019		
Tax Levy 2019	\$ 170,335	
Revenue Changes - impact on levy:		
None	-	
Expense Changes - impact on levy:		
Health Insurance	24,676	Increase due to an employee not budgeted in 2019 as having health insurance coverage. This employee enrolled in family coverage. Also, premium increases are going up 6% County-wide.
Other small changes	4,467	This is a combination of small increases and decreases to revenue and expense accounts.
Tax Levy 2020	\$ 199,478	

Financial Summary Property Lister

Items	2019 7-Month Actual	2019 12-Month Estimate	2019 Adopted Budget	2019 Adjusted Budget	2020 Adopted Budget
Total Revenues	240	600	600	600	600
Labor	117,293	209,492	185,078	185,078	213,689
Travel	-	150	150	150	150
Capital	-	-	-	-	-
Other Expenditures	1,006	5,707	5,707	5,707	6,239
Total Expenditures	118,299	215,349	190,935	190,935	220,078
Levy Before Fund Balance Adjustment			190,335		219,478
Decrease fund balance			(20,000)		(20,000)
Net Levy After Fund Balance Adjustment			170,335		199,478

Winnebago County

Budget Detail - 2020

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Department - 089 - Property Lister											
Revenue											
Public Services:											
Forms Copies Etc	45003	755	864	572	600	600	600	600	600	600	0.00%
Public Services Subtotal:		755	864	572	600	600	600	600	600	600	0.00%
Total Operating Revenue:		755	864	572	600	600	600	600	600	600	0.00%
Transfers In:											
Other Transfers In	49501	2,748	0	0	0	0	0	0	0	0	0.00%
Transfers In Subtotal:		2,748	0	0	0	0	0	0	0	0	0.00%
Total Non-Operating Revenue:		2,748	0	0	0	0	0	0	0	0	0.00%
Revenue Total:		3,503	864	572	600	600	600	600	600	600	0.00%
Expense											
Wages:											
Regular Pay	51100	94,530	104,494	124,446	133,360	133,360	133,360	136,558	136,558	136,558	2.40%
Temporary Employees	51101	2,904	0	0	0	0	0	0	0	0	0.00%
Wages Subtotal:		97,434	104,494	124,446	133,360	133,360	133,360	136,558	136,558	136,558	2.40%

Winnebago County

Budget Detail - 2020

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Department - 089 - Property Lister											
Fringes Benefits:											
FICA Medicare	51200	7,204	7,432	8,648	10,203	10,203	10,203	10,447	10,447	10,447	2.39%
Health Insurance	51201	25,640	27,632	39,462	29,373	29,373	53,787	54,049	54,049	54,049	84.01%
Dental Insurance	51202	1,435	1,435	1,888	2,522	2,522	2,522	2,522	2,522	2,522	0.00%
Workers Compensation	51203	5	162	251	139	139	139	77	77	77	-44.60%
WI Retirement	51206	6,451	6,659	8,163	8,734	8,734	8,734	9,217	9,217	9,217	5.53%
Fringe Benefits Other	51207	559	567	724	747	747	747	819	819	819	9.64%
Fringes Benefits Subtotal:		41,294	43,887	59,135	51,718	51,718	76,132	77,131	77,131	77,131	49.14%
Total Labor:											
		138,728	148,382	183,582	185,078	185,078	209,492	213,689	213,689	213,689	15.46%
Travel:											
Automobile Allowance	52002	0	0	0	150	150	150	150	150	150	0.00%
Travel Subtotal:		0	0	0	150	150	150	150	150	150	0.00%
Total Travel:											
		0	0	0	150	150	150	150	150	150	0.00%
Office:											
Office Supplies	53000	1,434	1,444	1,011	1,700	1,700	1,700	1,700	1,700	1,700	0.00%
Printing Supplies	53002	100	125	104	140	140	140	160	160	160	14.29%
Telephone	53008	357	360	368	500	500	500	500	500	500	0.00%
Office Subtotal:		1,891	1,929	1,483	2,340	2,340	2,340	2,360	2,360	2,360	0.85%

Winnebago County

Budget Detail - 2020

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Department - 089 - Property Lister											
Operating:											
Membership Dues	53502	60	60	60	60	60	60	60	60	60	0.00%
Print Duplicate	73003	2,713	2,782	3,057	2,900	2,900	2,900	3,400	3,400	3,400	17.24%
Postage and Box Rent	73004	1	3	0	10	10	10	10	10	10	0.00%
Operating Subtotal:		2,774	2,844	3,117	2,970	2,970	2,970	3,470	3,470	3,470	16.84%
Repairs & Maint:											
Equipment Repairs	74029	132	99	99	99	99	99	99	99	99	0.00%
Repairs & Maint Subtotal:		132	99	99	99	99	99	99	99	99	0.00%
Insurance Expenses:											
Prop Liab Insurance	76000	540	588	552	298	298	298	310	310	310	4.03%
Insurance Expenses Subtotal:		540	588	552	298	298	298	310	310	310	4.03%
Total Other Operating:		5,337	5,460	5,251	5,707	5,707	5,707	6,239	6,239	6,239	9.32%
Expense Total:		144,065	153,842	188,832	190,935	190,935	215,349	220,078	220,078	220,078	15.26%
Property Lister Net/(Levy):		(140,561)	(152,978)	(188,261)	(190,335)	(190,335)	(214,749)	(219,478)	(219,478)	(219,478)	15.31%
Fund balance applied (Note):		20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	0.00%
Property Lister Net/(Levy):		(120,561)	(132,978)	(168,261)	(170,335)	(170,335)	(194,749)	(199,478)	(199,478)	(199,478)	17.11%

Note: fund balance applied will reduce ending fund balance.

LAND RECORDS MODERNIZATION (LRM) FUND

2020 BUDGET NARRATIVE

HIGHLIGHTS

DESCRIPTION: The Land Records Modernization Fund is a separate fund created under Wisconsin Statutes which receives money when people register documents at the Register of Deeds office. Monies accumulated in this fund can be used for land records modernization project costs which can include equipment and software purchases as well as training in their use. The funds can also be used to retire debt incurred to purchase and install these systems.

COUNTY LEVY: There is no property tax levy for this activity.

FUND BALANCE: A fund balance roll forward schedule can be viewed in the Overview section of the budget book. It is listed as Fund Projections in the table of contents.

SIGNIFICANT CHANGES FROM 2019 ADOPTED - Land Records Modernization (LRM) Fund

Significant changes from 2019	Effect on Budget	Effect on Surplus	Total	
2019 Budgeted Surplus / (Deficit)			\$ 9,714	
Significant changes to revenues:				
Account	Incr/(Decr) Revenue			Description
Recording Fees	(11,400)	(11,400)		Decrease due to lower document recording.
Total revenue changes	(11,400)			
Significant changes to expenses:				
Account	Incr/(Decr) Expense			Description
Registration Tuition	(9,400)	9,400		Decrease due to less funding needed for training.
Computer Software	(10,500)	10,500		Decrease due to less funding needed for computer software.
Small Equipment Technology	(32,325)	32,325		Decrease due to less funding needed for small equipment technology.
Data Processing	20,510	(20,510)		Increase due to a one-time project - Integrity conversion for Register of Deeds.
Professional Service	30,000	(30,000)		Increase due to Aerial Photography update.
Other small changes	(1,884)	1,884		This is a combination of small increases and decreases to revenue and expense accounts.
Total expense changes	(3,599)			
2020 Budgeted Surplus / (Deficit)			\$ 1,913	

Financial Summary
Land Records Modernization (LRM) Fund

<u>Items</u>	<u>2019 7-Month Actual</u>	<u>2019 12-Month Estimate</u>	<u>2019 Adopted Budget</u>	<u>2019 Adjusted Budget</u>	<u>2020 Adopted Budget</u>
Total Revenues	133,450	261,100	261,100	261,100	251,600
Labor	-	-	-	-	-
Travel	1,885	18,400	18,400	18,400	9,500
Capital	-	-	-	14,550	-
Other Expenditures	152,429	232,986	232,986	218,436	240,187
Total Expenditures	154,314	251,386	251,386	251,386	249,687
Levy Before Fund Balance Adjustments			(9,714)		(1,913)
Increase / (Decrease) fund balance			9,714		1,913
Net Levy After Fund Balance Adjustments			-		-

Winnebago County

Budget Detail - 2020

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Department - 081 - Land Records Modernization (LRM) Fund											
Revenue											
Intergov Rev:											
WI Dept of Administration	42002	59,565	92,787	51,000	51,000	51,000	51,000	51,000	51,000	51,000	0.00%
Intergov Rev Subtotal:		59,565	92,787	51,000	51,000	51,000	51,000	51,000	51,000	51,000	0.00%
Public Services:											
Recording Fees	45010	158,898	157,596	147,036	160,000	160,000	160,000	148,950	148,950	148,950	-6.91%
Recording Fees	45068	52,966	52,532	49,012	50,000	50,000	50,000	49,650	49,650	49,650	-0.70%
Public Services Subtotal:		211,864	210,128	196,048	210,000	210,000	210,000	198,600	198,600	198,600	-5.43%
Total Operating Revenue:		271,429	302,915	247,048	261,000	261,000	261,000	249,600	249,600	249,600	-4.37%
Interest:											
Interest Investments	48000	93	335	1,644	100	100	100	0	2,000	2,000	1,900.00%
Investment Mark to Market	48002	(45)	(49)	(154)	0	0	0	0	0	0	0.00%
Interest Subtotal:		48	286	1,490	100	100	100	0	2,000	2,000	1,900.00%
Total Non-Operating Revenue:		48	286	1,490	100	100	100	0	2,000	2,000	1,900.00%
Revenue Total:		271,477	303,201	248,538	261,100	261,100	261,100	249,600	251,600	251,600	-3.64%

Winnebago County

Budget Detail - 2020

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Department - 081 - Land Records Modernization (LRM) Fund											
Expense											
Travel:											
Registration Tuition	52001	500	50	344	18,000	18,000	18,000	8,600	8,600	8,600	-52.22%
Automobile Allowance	52002	0	0	0	125	125	125	300	300	300	140.00%
Meals	52005	0	0	0	50	50	50	200	200	200	300.00%
Lodging	52006	0	0	88	200	200	200	300	300	300	50.00%
Other Travel Exp	52007	0	0	0	25	25	25	100	100	100	300.00%
Travel Subtotal:		500	50	432	18,400	18,400	18,400	9,500	9,500	9,500	-48.37%
Total Travel:		500	50	432	18,400	18,400	18,400	9,500	9,500	9,500	-48.37%
Capital Outlay:											
Equipment Technology	58003	0	0	0	0	14,550	14,550	0	0	0	0.00%
Equipment	58004	31,369	19,956	0	0	0	0	0	0	0	0.00%
Capital Outlay Subtotal:		31,369	19,956	0	0	14,550	14,550	0	0	0	0.00%
Total Capital:		31,369	19,956	0	0	14,550	14,550	0	0	0	0.00%
Office:											
Print Duplicate	53003	0	0	1,500	3,200	3,200	3,200	3,200	3,200	3,200	0.00%
Computer Software	53006	550	2,156	4,125	25,000	25,000	25,000	14,500	14,500	14,500	-42.00%
Office Subtotal:		550	2,156	5,625	28,200	28,200	28,200	17,700	17,700	17,700	-37.23%

Winnebago County

Budget Detail - 2020

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Department - 081 - Land Records Modernization (LRM) Fund											
Operating:											
Small Equipment	53522	1,330	430	0	0	0	0	0	0	0	0.00%
Small Equipment Technology	53580	0	6,410	12,309	34,325	19,775	19,775	2,000	2,000	2,000	-94.17%
Operating Subtotal:		1,330	6,840	12,309	34,325	19,775	19,775	2,000	2,000	2,000	-94.17%
Repairs & Maint:											
Equipment Repairs	54029	1,405	0	0	0	0	0	0	0	0	0.00%
Repairs & Maint Subtotal:		1,405	0	0	0	0	0	0	0	0	0.00%
Contractual Services:											
Grounds Maintenance	55007	0	673	629	1,500	1,500	1,500	1,000	1,000	1,000	-33.33%
Data Processing	55013	116,459	118,940	134,163	136,053	136,053	136,053	156,563	156,563	156,563	15.08%
Professional Service	55014	108,891	55,742	5,000	25,000	25,000	25,000	55,000	55,000	55,000	120.00%
Contractual Services Subtotal:		225,350	175,355	139,793	162,553	162,553	162,553	212,563	212,563	212,563	30.77%
Insurance Expenses:											
Prop Liab Insurance	76000	972	600	828	408	408	408	424	424	424	3.92%
Insurance Expenses Subtotal:		972	600	828	408	408	408	424	424	424	3.92%
Total Other Operating:		229,607	184,952	158,555	225,486	210,936	210,936	232,687	232,687	232,687	3.19%

Winnebago County

Budget Detail - 2020

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Department - 081 - Land Records Modernization (LRM) Fund											
Transfers Out:											
Other Transfers Out	59501	0	10,000	10,000	7,500	7,500	7,500	7,500	7,500	7,500	0.00%
Transfers Out Subtotal:		0	10,000	10,000	7,500	7,500	7,500	7,500	7,500	7,500	0.00%
Total Non-Operating Expense:		0	10,000	10,000	7,500	7,500	7,500	7,500	7,500	7,500	0.00%
Expense Total:		261,476	214,958	168,987	251,386	251,386	251,386	249,687	249,687	249,687	-0.68%
LRM Fund Net Surplus (Deficit):		10,001	88,243	79,552	9,714	9,714	9,714	(87)	1,913	1,913	-80.31%

NOTE: A deficit will result in a draw down of fund balance. A surplus will increase the ending fund balance.

LAND & WATER CONSERVATION

General Fund – Division: 082
2020 BUDGET NARRATIVE

DEPARTMENT HEAD: Thomas Davies
LOCATION: James P. Coughlin Center
625 E. County Road Y, Suite 100
Oshkosh, WI 54901

TELEPHONE: 232-1951

MISSION STATEMENT:

To provide a full range of professional services in the planning, design, and implementation of programs and projects that protect, restore, and sustain the natural resources of Winnebago County.

PROGRAM DESCRIPTION:

LAND & WATER RESOURCE MANAGEMENT- Land and water resource assessments, inventories, NR151/ATCP50 compliance reviews, management plans, training and information and education services provided to landowners on individual land parcels and units of government for site specific and regional concerns. Complete, maintain and revise the State mandated, Winnebago County Land and Water Resource Management Plan.

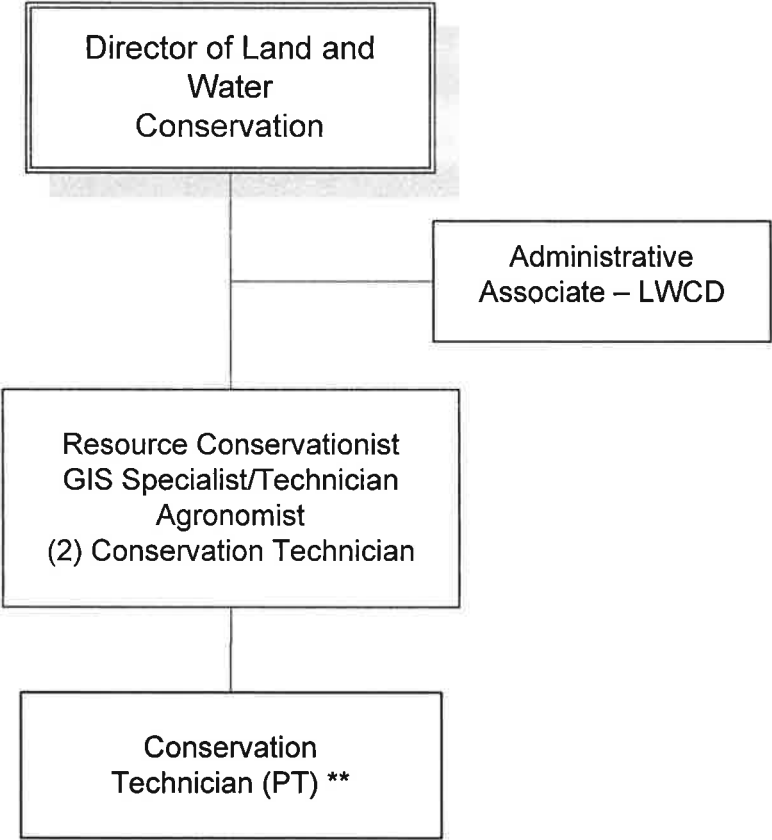
RESOURCE PLAN REVIEWS- Review surface drainage and agricultural land development projects and issue livestock waste management/erosion control permits and conduct onsite inspections of installed practices. These services are provided in accordance with the Winnebago County Livestock Waste Management, and Stormwater / Erosion Control ordinances. Implement the State Agricultural Performance Standards with all county producers. Provide State MS4 compliance for all required county owned properties.

DESIGN & CONSTRUCTION MANAGEMENT- Design, cost estimation, layout, and construction oversight services for "best management practices" installed to improve and protect surface and ground water quality; prevent soil erosion; manage stormwater runoff; protect and expand woodland resources; restore and enhance wetlands and upland habitat and protect and restore stream banks and shorelands. This includes the administration and delivery of the USDA/WI Conservation Reserve Enhancement Program (CREP), the State mandated Agricultural Performance Standards and Prohibitions, and the State Farmland Preservation Tax Credit Program (FPP).

SOIL & WATER RESOURCE MANAGEMENT PROGRAM - source: WDATCP & WDNR, approximately \$252,000 for staff support (\$152,000) and cost sharing (\$100,000) to landowners for the installation of pollution abatement and water quality protection practices throughout the county.

COUNTY WATER QUALITY IMPROVEMENT PROGRAM – source: Winnebago County; provides \$85,000 to \$100,000 annually to cost-share the installation of best management practices for the abatement of non-point pollution, to educate citizens on the importance of natural resource protection and the financial and technical assistance available, and to leverage additional funds by providing matching or contributory dollars within grant requests.

LAND AND WATER CONSERVATION



** Unclassified Position

LAND & WATER CONSERVATION

General Fund – Organization: 1082
2020 BUDGET NARRATIVE

DEPARTMENT HEAD: Thomas E. Davies
LOCATION: Winnebago County LWCD
James P. Coughlin Center
625 E. County Road Y, Suite 100
Oshkosh, WI 54901-8131

TELEPHONE: 232-1951

2019 ACCOMPLISHMENTS:

1. Technical assistance services provided on approximately 32 separate practices involving the planning, design and construction of land and water resource improvement, restoration and protection components. These include shoreline/streambank protection, waterways systems, rain gardens, critical area stabilization, prescribed grazing systems, livestock waste storage facility closure, stream crossings, wetland restorations and well abandonments.
2. Technical assistance services were provided approximately 594 times for non-farm individuals, 370 times for farmers and 438 times for units of government.
3. Approximately 63 cost-share contracts with landowners were processed, accounting for approx. \$339,000 in county and state cost-share funds paid out or secured for the installation of non-point pollution abatement measures throughout the county.
4. Issued approximately 10-15 LWMO permits to various livestock operations around the county for new or expanded facilities. Continued the LWMO review program during permit issuance to inform livestock operators of the impacts of the ordinance on their operations.
5. Secured state & local grants for \$332,000 to support implementation of the LWCD's soil and water resource protection programs, including Land and Water Resource Mgmt. Plan Implementation, the State Ag Performance Standards and locally identified resource concerns.
6. Completed Farmland Preservation Program compliance certifications for 74 landowners, affecting 12,059 acres of cropland and providing an estimated \$91,000 in tax credits for county participants.
7. Continued implementation of the Ag Performance Standards in accordance with NR 151 and DATCP 50 targeting the FPP participants, and tracked compliance on the GIS based recording system.
8. Completed a Stormwater Quality Model and WDNR MS4 Mgmt. Plan with funding from a WDNR Stormwater Quality Mgmt. Grant.
9. Coordinated and administered the sale of 21,900 trees, 7,400 trees planted with county planters and the sale of related supplies to participating landowners.

10. Coordinated, conducted and installed numerous I & E presentations and demonstration projects, newsletter articles, including Conservation Field Days, WPS Farm Show, Soil Health Field Days and LWCD presentations to Local, State and Federal Agencies, the Media, Private Organizations and Industry. Completed the LWCD Annual Report and distributed to Federal, State, County, Town and Local government/agencies. Signed two Landowners into the new “Soil Health Challenge Program” to demonstrate no-till and cover crops.
11. Secured \$240,000 in Natural Resource Damage Assessment (NRDA) & North American Wetlands Conservation Act (NAWCA) grants for the design & construction of two shoreline protection breakwall projects on Lake Winneconne.
12. Secured funding (\$54,000) through the Multi-Discharger Variance (MDV) Program to install Best Management Practices with ag-producers in Winnebago County.

2020 GOALS & OBJECTIVES:

1. Secure \$300,000 in funding sources to support administrative and technical components of the department’s soil and water resource protection programs including cost-sharing for pollution abatement measures installed by landowners throughout Winnebago County.
2. Continue the County funded Water Quality Improvement Program, providing \$85,000 to \$100,000 in annual cost-share funds toward pollution abatement projects at critical or high priority sites throughout the county.
3. Continue implementation of the Agricultural Performance Standards and TMDLs as identified in the Winnebago County LWRMP and required by State Law.
4. Update the State mandated 10 year Winnebago County Land & Water Resource Management Plan and receive approval from WI DATCP.
5. Continue to improve interdepartmental and intergovernmental communication regarding ordinance enforcement, LWMO permits, the implementation/administration of NR216/MS4 – Storm water Pollution Prevention Program, and Chapter 88- Drainage of Lands, to better serve the Towns and Constituents of Winnebago County.
6. Sign 40-50 new cost share agreements for the installation of conservation practices with landowners of Winnebago County.
7. Coordinate, conduct and install numerous I & E presentations and demonstration projects, including Conservation Field Days, Soil Health Field Days, Soil Health Challenge Demonstration Fields, Town meetings, LWMO and TMDL informational meetings and overall LWCD awareness presentations to Landowners, Local and Regional Organizations and Industry.
8. Manage and utilize funds from the NRDA, NAWCA and MDV grants and programs. Seek out funding and grant sources to implement conservation practices on developed and undeveloped sites and to provide information and education throughout Winnebago County.
9. Begin implementation planning of the TMDLs for the Upper Fox / Wolf Watershed within Winnebago County.

LAND & WATER CONSERVATION

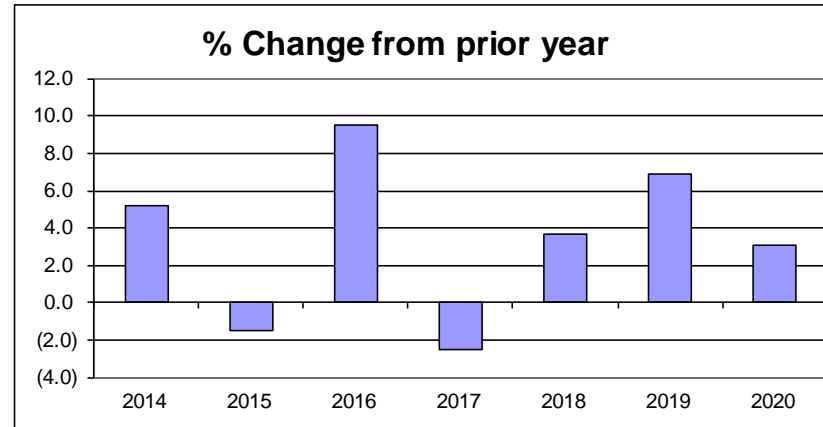
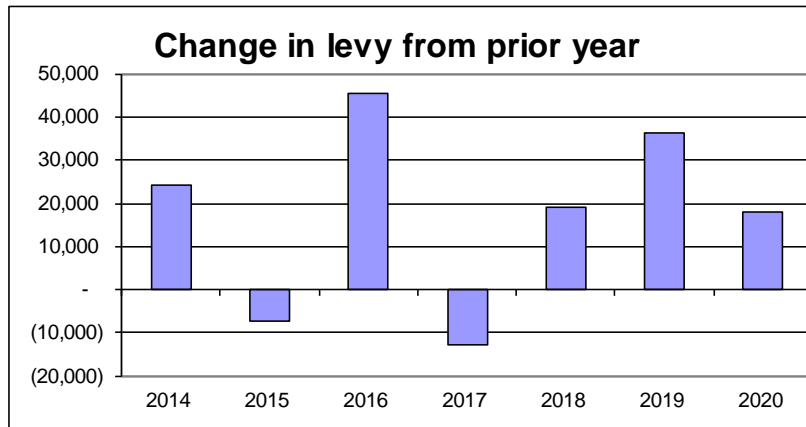
2020 BUDGET NARRATIVE HIGHLIGHTS

DEPARTMENT STAFFING:

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Full Time	8	8	7	7	7	7	7	7	7	7
Part Time	0	0	0	0	0	0	0	0	0	0
Total	8	8	7	7	7	7	7	7	7	7

There is no change to the staffing table for 2020.

COUNTY LEVY: The tax levy for 2020 is \$582,437, an increase of \$17,804 or 3.15% over 2019. A schedule of significant changes follows.



SIGNIFICANT CHANGES FROM 2019 ADOPTED - Land & Water Conservation

Account	Amount	Description
Significant changes from 2019		
Tax Levy 2019	\$ 564,633	
Revenue Changes - impact on levy:		
WI Dept of Administration	40,000	Decrease due to the Stormwater Planning Grant no longer being offered.
Agri Trade Consumer Protection	18,858	Decrease due to less State SWRM grant funds.
WI Natural Resources	15,000	Decrease due to less grant funds.
Other Grantor Agencies	(230,000)	Increase based on new grant funds, \$40,000 from North American Wetland Conservation Act (NAWCA) from Ducks Unlimited and \$190,000 Natural Resource Damage Assessment (NRDA) from US Fish and Wildlife Service.
Material Sales	6,750	Decrease due to tree and EC supplies sales reductions.
Expense Changes - impact on levy:		
Operating Grants	146,500	Increase based on new grant funds, as listed above.
Other small changes	20,696	This is a combination of small increases and decreases to revenue and expense accounts.
Tax Levy 2020	\$ 582,437	

Financial Summary Land & Water Conservation

<u>Items</u>	<u>2019 7-Month Actual</u>	<u>2019 12-Month Estimate</u>	<u>2019 Adopted Budget</u>	<u>2019 Adjusted Budget</u>	<u>2020 Adopted Budget</u>
Total Revenues	102,243	484,777	379,816	523,159	524,748
Labor	346,942	609,685	609,685	609,685	624,271
Travel	2,473	5,500	5,500	5,500	5,700
Capital	-	-	-	-	-
Other Expenditures	82,608	549,472	329,264	587,854	477,214
Total Expenditures	432,023	1,164,657	944,449	1,203,039	1,107,185
Levy			564,633		582,437

Winnebago County

Budget Detail - 2020

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Department - 082 - Land & Water Conservation											
Revenue											
Intergov Rev:											
WI Dept of Administration	42002	0	0	0	40,000	40,000	40,000	0	0	0	-100.00%
Agri Trade Consumer Protection	42004	207,912	274,068	192,004	268,858	376,944	373,819	250,000	250,000	250,000	-7.01%
WI Natural Resources	42009	10,284	10,975	13,371	29,800	29,800	29,800	14,800	14,800	14,800	-50.34%
Other Grantor Agencies	42019	0	0	18,000	2,000	37,257	2,000	232,000	232,000	232,000	11,500.00%
Intergov Rev Subtotal:		218,196	285,043	223,375	340,658	484,001	445,619	496,800	496,800	496,800	45.84%
Fines and Permits:											
County Fines	44100	0	171	0	500	500	500	500	500	500	0.00%
Fines and Permits Subtotal:		0	171	0	500	500	500	500	500	500	0.00%
Public Services:											
Forms Copies Etc	45003	0	3	0	20	20	20	20	20	20	0.00%
Conservation Services	45004	1,080	4,250	600	0	0	0	0	0	0	0.00%
Other Public Charges	45057	5,061	5,963	4,052	7,000	7,000	7,000	5,000	5,000	5,000	-28.57%
Public Services Subtotal:		6,141	10,216	4,652	7,020	7,020	7,020	5,020	5,020	5,020	-28.49%
Interfund Revenue:											
Conservation Services	65004	14,982	15,000	30,604	19,888	19,888	19,888	17,428	17,428	17,428	-12.37%
Interfund Revenue Subtotal:		14,982	15,000	30,604	19,888	19,888	19,888	17,428	17,428	17,428	-12.37%
Total Operating Revenue:		239,318	310,430	258,630	368,066	511,409	473,027	519,748	519,748	519,748	41.21%

Winnebago County

Budget Detail - 2020

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Department - 082 - Land & Water Conservation											
Misc Revenues:											
Rental Equipment	48101	315	174	414	1,000	1,000	1,000	1,000	1,000	1,000	0.00%
Sale Of Prop Equip	48104	0	0	400	0	0	0	0	0	0	0.00%
Material Sales	48105	3,297	5,287	2,396	10,750	10,750	10,750	4,000	4,000	4,000	-62.79%
Misc Revenues Subtotal:		3,612	5,461	3,210	11,750	11,750	11,750	5,000	5,000	5,000	-57.45%
Total Non-Operating Revenue:		3,612	5,461	3,210	11,750	11,750	11,750	5,000	5,000	5,000	-57.45%
Revenue Total:		242,930	315,891	261,840	379,816	523,159	484,777	524,748	524,748	524,748	38.16%
Expense											
Wages:											
Regular Pay	51100	377,943	392,400	403,873	417,057	417,057	417,057	429,564	429,564	429,564	3.00%
Wages Subtotal:		377,943	392,400	403,873	417,057	417,057	417,057	429,564	429,564	429,564	3.00%
Fringes Benefits:											
FICA Medicare	51200	27,355	27,777	28,681	31,905	31,905	31,905	32,861	32,861	32,861	3.00%
Health Insurance	51201	106,608	114,806	117,171	122,040	122,040	122,040	122,447	122,447	122,447	0.33%
Dental Insurance	51202	5,784	5,784	5,784	5,783	5,783	5,783	5,783	5,783	5,783	0.00%
Workers Compensation	51203	2,088	3,899	5,256	2,748	2,748	2,748	1,536	1,536	1,536	-44.10%
WI Retirement	51206	24,911	26,683	27,064	27,317	27,317	27,317	28,996	28,996	28,996	6.15%
Fringe Benefits Other	51207	2,549	2,701	2,791	2,835	2,835	2,835	3,084	3,084	3,084	8.78%
Fringes Benefits Subtotal:		169,294	181,650	186,746	192,628	192,628	192,628	194,707	194,707	194,707	1.08%
Total Labor:		547,238	574,050	590,619	609,685	609,685	609,685	624,271	624,271	624,271	2.39%

Winnebago County

Budget Detail - 2020

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Department - 082 - Land & Water Conservation											
Travel:											
Registration Tuition	52001	2,750	3,188	2,778	3,500	3,500	3,500	3,900	3,900	3,900	11.43%
Automobile Allowance	52002	218	0	0	300	300	300	150	150	150	-50.00%
Meals	52005	146	199	172	350	350	350	300	300	300	-14.29%
Lodging	52006	656	738	820	1,000	1,000	1,000	1,000	1,000	1,000	0.00%
Other Travel Exp	52007	0	0	22	50	50	50	50	50	50	0.00%
Taxable Benefit	52008	0	0	0	300	300	300	300	300	300	0.00%
Travel Subtotal:		3,769	4,125	3,792	5,500	5,500	5,500	5,700	5,700	5,700	3.64%
Total Travel:		3,769	4,125	3,792	5,500	5,500	5,500	5,700	5,700	5,700	3.64%
Capital Outlay:											
Equipment	58004	31,396	0	23,007	0	0	0	0	0	0	0.00%
Capital Outlay Subtotal:		31,396	0	23,007	0	0	0	0	0	0	0.00%
Total Capital:		31,396	0	23,007	0	0	0	0	0	0	0.00%
Office:											
Office Supplies	53000	541	567	407	600	600	600	500	500	500	-16.67%
Stationery and Forms	53001	45	191	0	150	150	150	150	150	150	0.00%
Printing Supplies	53002	166	125	19	280	280	280	280	280	280	0.00%
Print Duplicate	53003	0	0	0	150	150	150	150	150	150	0.00%
Postage and Box Rent	53004	47	12	100	150	150	150	150	150	150	0.00%
Computer Supplies	53005	0	0	11	250	250	250	150	150	150	-40.00%
Computer Software	53006	3,209	3,137	3,103	4,500	4,500	4,500	5,000	5,000	5,000	11.11%
Telephone	53008	1,656	1,283	1,807	3,000	3,000	3,000	3,600	3,600	3,600	20.00%
Telephone Supplies	53009	30	0	150	100	100	100	100	100	100	0.00%
Office Subtotal:		5,694	5,315	5,596	9,180	9,180	9,180	10,080	10,080	10,080	9.80%

Winnebago County

Budget Detail - 2020

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Department - 082 - Land & Water Conservation											
Operating:											
Advertising	53500	567	514	421	400	400	400	2,000	2,000	2,000	400.00%
Subscriptions	53501	196	231	252	300	300	300	300	300	300	0.00%
Membership Dues	53502	3,382	3,573	3,507	4,000	4,000	4,000	4,000	4,000	4,000	0.00%
Agricultural Supplies	53515	300	788	540	2,000	1,500	2,000	1,000	1,000	1,000	-50.00%
Food	53520	170	172	182	356	356	356	373	373	373	4.78%
Small Equipment	53522	2,556	1,128	707	1,200	5,725	1,200	1,500	1,500	1,500	25.00%
Other Operating Supplies	53533	424	609	230	700	700	700	500	500	500	-28.57%
Motor Fuel	53548	34	46	23	200	200	200	200	200	200	0.00%
Operating Licenses Fees	53553	590	600	892	800	800	800	900	900	900	12.50%
Operating Grants	53565	113,294	156,309	120,206	260,500	515,965	480,708	407,000	407,000	407,000	56.24%
Spec Service Awards	53566	0	599	0	0	0	0	0	0	0	0.00%
Small Equipment Technology	53580	2,385	1,391	5,416	4,200	4,200	4,200	3,000	3,000	3,000	-28.57%
Print Duplicate	73003	1,598	1,384	1,294	1,600	1,600	1,600	1,600	1,600	1,600	0.00%
Postage and Box Rent	73004	493	332	332	600	600	600	600	600	600	0.00%
Motor Fuel	73548	1,670	1,484	1,959	2,200	2,200	2,200	2,200	2,200	2,200	0.00%
Operating licenses fees	73553	330	244	240	500	500	500	500	500	500	0.00%
Operating Subtotal:		127,990	169,403	136,200	279,556	539,046	499,764	425,673	425,673	425,673	52.27%
Repairs & Maint:											
Maintenance Equipment	54022	43	154	201	600	300	600	500	500	500	-16.67%
Maintenance Vehicles	54023	788	600	600	600	300	600	500	500	500	-16.67%
Equipment Repairs	54029	69	77	314	600	300	600	500	500	500	-16.67%
Maintenance Vehicles	74023	1,181	497	245	1,200	1,200	1,200	1,200	1,200	1,200	0.00%
Equipment Repairs	74029	396	363	363	396	396	396	396	396	396	0.00%
Repairs & Maint Subtotal:		2,477	1,692	1,723	3,396	2,496	3,396	3,096	3,096	3,096	-8.83%

Winnebago County

Budget Detail - 2020

Description	Object	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2019 Projected	2020 Request	2020 Executive	2020 Adopted	% Change From Prior Yr Adopted
Department - 082 - Land & Water Conservation											
Contractual Services:											
Vehicle Repairs	55005	70	0	0	600	600	600	500	500	500	-16.67%
Other Contract Serv	55030	14,694	12,326	56,021	33,200	33,200	33,200	34,400	34,400	34,400	3.61%
Contractual Services Subtotal:		14,764	12,326	56,021	33,800	33,800	33,800	34,900	34,900	34,900	3.25%
Insurance Expenses:											
Prop Liab Insurance	76000	6,480	5,304	6,048	3,332	3,332	3,332	3,465	3,465	3,465	3.99%
Insurance Expenses Subtotal:		6,480	5,304	6,048	3,332	3,332	3,332	3,465	3,465	3,465	3.99%
Total Other Operating:		157,405	194,041	205,588	329,264	587,854	549,472	477,214	477,214	477,214	44.93%
Expense Total:		739,808	772,216	823,007	944,449	1,203,039	1,164,657	1,107,185	1,107,185	1,107,185	17.23%
Land & Water Conservation Net/(Levy):		(496,878)	(456,325)	(561,167)	(564,633)	(679,880)	(679,880)	(582,437)	(582,437)	(582,437)	3.15%